

**EASTERN PLUMAS HEALTH CARE DISTRICT
MEETING OF THE BOARD OF DIRECTORS**

Thursday, June 20, 2019

9:30 A.M.

EPHC Education Center, Portola Campus, Portola, CA

Minutes

1. Call to Order.

The meeting was called to order at 9:30 am by Director McGrath.

2. Roll Call.

Present: Dr. Paul Swanson, Gail McGrath, Harvey West and Teresa Whitfield.

Absent: Nichole Johnson.

Staff: Todd Plimpton, CEO, Katherine Pairish, CFO, Lori Tange, HR Director, Rhonda Grandi, Director of Clinics, Sharon DiNicholas, CNO, Eric Bugna, Chief of Staff, and Ashlie Preston, Executive Assistant

Visitors: Approximately 9 visitors were present at the start of the meeting.

3. Consent Calendar.

Director West motioned to approve the consent calendar. A second was made by Director Swanson. None opposed, the motion was approved.

4. Board Chair Comments.

Director McGrath mentioned the chairs and table donated by Plumas Bank.

5. Board Comments

None.

6. Public Comment.

None.

7. Auxiliary Report.

Mr. Plimpton commented on the Portola Skilled Nursing Facility floors project completion. He reported that the Auxiliary is in great shape with great volunteers. Director McGrath mentioned that with the addition of the paid manager overall operations have improved. Director Whitfield asked about the scholarships awarded. Mr. Plimpton noted that they had awarded 5 scholarships this last year.

8. Chief of Staff Report.

Dr. Bugna reported that staff is happy. He reported on the current state of Measles cases, noting that Plumas County, as of April, has had zero cases. He continued with a report on the measles vaccine effectiveness. Dr. Bugna reported that we have adequate staff to cover operations.

9. Committee Reports.

- Finance Committee

Director Swanson reported that in May we had net income of 8.8 mil as a result of large IGT revenue, as well as revenue being up across the board. He noted the budget being presented was done conservatively and carefully. The Finance Committee recommended that the Board approve the budget as presented.

10. Resolutions.

- Resolution 275 - Contract Award
A roll call vote was taken. Resolution 275 passed with no opposition.

11. Chief Nursing Officer Report:

Ms. DiNicholas reported that we are very busy and working on staffing. The Portola Skilled Nursing Facility is full and Loyalton Skilled Nursing Facility has 28 with capacity for 39. Ms. DiNicholas reported on the visit to FRC to announce our program to the graduating LVN's. The class was very receptive to the visit. She reported that we have purchased an online clinical information cloud based program to standardize practices. We are still working with the California Board of Nursing to secure the LVN and Paramedic programs with Butte College. Ms. DiNicholas reported that we have hired an Ambulance Manager, starting July 8th, that comes with a wealth of experience and knowledge. We have rolled out outpatient therapy and have also hired a Physical Therapy Assistant to help with Rehab Services. Ms. DiNicholas commented on the Wellness Program, which was very successful and will repeat again in fall, congratulating Loyalton on the win. Ms. DiNicholas reported on the 340B program, stating that we are doing our due diligence to confirm that the program makes sense. Mr. Plimpton stated that the program would allow us to provide prescriptive services at reduced rates. He noted the recent closure of the Loyalton Pharmacy and that he has been conferring with other hospital CEO's regarding their 340B Pharmacy's.

12. Clinic Director Report

Ms. Grandi reported there have been 242 new primary care patients since January. This amounts to an average of a little over 2 new patients a day. Ms. Grandi noted some Provider changes, stating that Dr. Phen will be at the Graeagle Clinic Monday through Wednesday and rounding at the Skilled Nursing Facilities on Thursdays. Dr. Grier is now at the Portola Medical Clinic on Tuesday through Friday. Ms. Grandi reported on the Pine Street Medical Clinic closure, sharing that the provider will move to the Portola Medical Clinic with the same schedule and will still allow for walk ins. Ms. Grandi reported the clinic is working on the Long Term Substance Abuse Policy. A Provider workgroup has been established to work on a revamp of the policy. New dental software has been purchased, the implementation will take approximately 90 days. Ms. Grandi reported Engineering is in the final phase and scheduled to have the clinic remodel mostly complete by July 1. She is working with Alanna to promote and conduct an open house toward the end of August.

Director McGrath stated that she walked through the campus with Mr. Plimpton, Ryan Nowling, and Stan Peiler and was impressed with the thorough updates of the Portola Medical Clinic.

13. HR Director Report:

Ms. Tange updated the Board of Directors on the areas the HR team will be focusing. The priority will be on staffing and meeting department needs head on. Human Resources will

also be focusing on training for managers and staff and examining how HR can best support them. Director McGrath commented on how friendly all of the employees were while on her tour of the campus and was encouraged by the noticeable change. Ms. Tange mentioned that internally we are streamlining processes. Mr. Plimpton commented on the great work Ms. Tange has been doing. Ms. Tange will be reviewing compensation across the board to ensure competitiveness. Director Swanson commented on the morale of the hospital and how it has dramatically improved this year.

14. **CFO Report:**

Eastern Plumas Health Care posted a net income for the month of May in the amount of \$8,804,013. Included in this is \$675,000 received for PRIME IGT and \$8,272,199 in HQAF5 and Rate Range IGT's. Last year May 31, 2018 we posted net profit in the amount of \$424k, which included \$450k in PRIME IGT. We continue to see growth in revenue across all revenue centers. Gross revenue for the month of May was \$3.6 mil. Our inpatient revenue has been averaging around \$359k. May's inpatient revenue was \$534k. Outpatient revenue for the month was \$2.1 mil. SNF revenue was \$616k and has been averaging \$530k.

Expenses

Total operating expenses for the month were \$2.5mil. In May of 2018, overhead was \$2.1mil.

Salaries and Benefits: Salaries and Benefits were \$159k over last May. As mentioned in previous reports, this was due partly to the conversion of two providers from contractors to employee status.

Repairs & Maintenance: Repairs & Maintenance was up \$26k over May 2018. This was due primarily to the continued improvements District-wide along with pipe repairs at Portola.

Supplies: Supplies are up for the month over last year by \$138k. This was due mainly to the work on finalizing the Portola Clinic. As mentioned previously, as we see increases in census, we will see increases in supplies.

Purchased Services:

Purchased Services are up over last May by \$52k. We had travelers in Lab, the increase was also due to timing of payments for Business Office software services.

Revenue Cycle

Gross Accounts Receivable ended the month at \$5.3M. Gross Accounts Receivable days at May 31, 2019 were 50. Best practice is 55.

19-20 Budget Update

Janie and I were really looking forward to working with Todd on the budget because we thought he would make the process easier. We were sadly mistaken. The process was much more complicated, but also more thorough. The budget we are presenting is realistic. We took a conservative approach with regard to projections of revenue and a more aggressive approach to expense projections as we are continuing to work on improvements campus-wide along with a lift in IT. We met with Directors and Managers to solicit their input and have reviewed the departmental budgets at length.

Additional Information

Days cash on hand at the end of May was 111. Last year at this time days cash on hand was 22. Projected days cash on hand for the end of June, our fiscal year, is 106. We ended last fiscal year with 71 days cash on hand. We are continuing to pay our vendors timely with average days in AP at 16 days.

Ms. Parish presented and discussed the Capital and Operations budget for approval. Director Whitfield asked about the age of the Skilled Nursing Facility beds. Ms. DiNicholas reported that we have been purchasing new beds and mattresses are also being swapped out.

A motion was made by Director Swanson to approve the Capital and Operations budget. A second was made by Director Whitfield. None opposed, the motion was approved.

15. CEO Report:

Mr. Plimpton praised Mr. Peiler and his staff for the hard work they have been putting in. He also reported on the impressive new employee added to the IT department, as well as the process improvements that have been taking place in both Engineering and IT. Mr. Plimpton reported on the recent meeting with the Architect and the projects that are being pursued. He reported on plans for life cycle improvements and plans for a new Administration Building along with Rehabilitation Services. Mr. Plimpton discussed the outlook for plans on building a new Skilled Nursing Facility in Loyaltan.

Mr. Plimpton opened discussion on the Conflict of Interest Waiver for Attorney Steve Gross. Director Swanson asked if there was any conflict that would be significant. Mr. Plimpton reported that no, there was no known conflict other than that of a perceived conflict. Mr. Peiler commented that City relations that involve the driveway repaving project would be handled by Mr. Plimpton and Ryan Nowling, Operations Coordinator.

Options on logos for the rebranding of EPHC were provided. All present shared comments on the different options.

16. Board Comments

None.

Adjournment. Director McGrath subsequently adjourned the meeting at 10:57 am.



Approval

7.25.19

Date